



**Construction Traffic Management Plan (CTMP)**

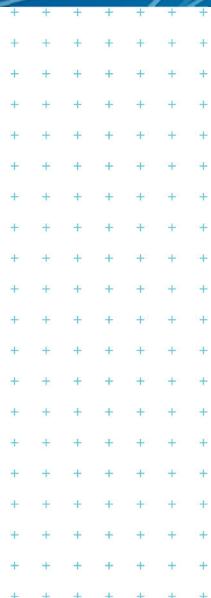
**Omāroro Reservoir, Mount Cook, Wellington**

**Prepared for**  
HEB Construction Ltd

**Prepared by**  
Tonkin & Taylor Ltd

**Date**  
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**Job Number**  
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## Document Control

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### Distribution:

HEB Construction Ltd	1 copy
Wellington City Council (WCC)	1 copy
Tonkin & Taylor Ltd (FILE)	1 copy

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# 1 Introduction

## 1.1 Purpose and scope

This Construction Traffic Management Plan (CTMP) has been prepared on behalf of HEB Construction Ltd in support of the Omāroro Reservoir Project in the Prince of Wales Park, Mount Cook, Wellington. Prince of Wales Park forms part of the Wellington Town Belt, in which this project is located. For the purpose of this document, the location of the construction work is referred to as the Site.

This CTMP documents and outlines the procedures, requirements and standards necessary for managing and mitigating the effects on vehicular and pedestrian traffic during the project construction and guides the implementation of the temporary traffic management (TTM) and pedestrian management (PM) necessary to facilitate the construction.

The purpose of this CTMP is to demonstrate to Wellington City Council (WCC) and other stakeholders how HEB Construction Ltd intends to comply with the requirements of the following documents;

- Waka Kotahi New Zealand Transport Agency (Waka Kotahi) Code of Practice for Temporary Traffic Management dated November 2012 (COPTTM);
- Wellington City Council (WCC) Code of Practice for Working on the Roads dated August 2006 (WCC COP-WOTR);
- CH2M Beca Ltd Prince of Wales/Omāroro Reservoir Transport Assessment dated April 2017 (Beca TA Report);
- Recommendation of The Independent Hearings Panel in the matter of a notice of requirement for a designation for the construction, operation and maintenance of a water supply reservoir within the Prince of Wales Park, Mount Cook Wellington (WCC ref. SR394052) dated April 2018 (NOR Hearing Recommendations);
- Wellington City Council (WCC) Prince of Wales/Omāroro Reservoir Designation Conditions (DC) dated May 2018;
- Wellington City Council Land Owner Approval to construct a new reservoir (Omāroro reservoir) at Prince of Wales Park on the Wellington Town Belt License Conditions (LC) dated August 2017;
- Wellington City Council (WCC) Open Space Access Plan dated September 2016;
- Waka Kotahi Traffic Control Devices (TCD); and
- Waka Kotahi Manual of Traffic Signs and Markings (MOTSAM).

A copy of this document will be kept on site (hard copy and electronically) for the Project and any WCC or other authorised stakeholder to review upon request.

## 1.2 Project description

The Omāroro reservoir project involves the construction of a new water supply reservoir for WCC at the Prince of Wales Park. The proposed reservoir will be a fully buried circular concrete structure with an approximate capacity of 35,000 m<sup>3</sup> and includes various pipeline connections to the adjacent water network.

The upper and lower fields will be closed to sports activities during construction, these fields will be used by the project for stockpiles, material and plant storage, and car parking.



A full description for the project is provided on the Wellington Water website:

<https://www.wellingtonwater.co.nz/omaroro/>

### 1.3 Location

The proposed reservoir is to be constructed between the upper and lower fields of the Prince of Wales Park within the suburb of Mount Cook, Wellington City. The proposed location of the reservoir is indicated in Figure 1-1.

The Prince of Wales Park is bordered and accessed from a number of surrounding roads:

- Rolleston Street and Hargreaves Street to the north;
- Salisbury Terrace and Papawai Terrace to the east; and
- Dorking Road and Asquith Terrace to the west.



Figure 1-1 Location of the proposed Omaroro Reservoir

(Image source: WCC Local Maps)

## 1.4 Objectives

This CTMP describes how HEB will manage the effects of construction for members of the public walking, cycling and driving through the areas impacted by site works. Those areas of most impact include Rolleston Street, Salisbury Terrace, Wallace Street and the Town Belt access tracks including the City to Sea Walkway.

Specifically, this will be addressed through the following objectives:

- Manage the effects of construction traffic to minimise impacts for local road users, residents and cyclists;
- Minimise the disruption to local resident parking, and potential disturbance (traffic delays, noise);
- Provide temporary traffic management (TTM) where required to safely and efficiently manage traffic movements around the site;
- Ensure the impacts on the physical condition of public roads are minimised and if required, mitigated;
- Maintain a safe passage along all travel routes affected by the construction activities;
- Provide effective communication to affected parties and stakeholders; and
- Provide confidence to WCC that construction traffic management will meet the requirements of the relevant Designation and License Conditions.

## 1.5 Control of document

This CTMP is a controlled document. If changes are made to the CTMP, the updated CTMP is to be supplied to WCC in accordance with the designation and license conditions. A copy is also to be supplied to the Community Reference Group (CRG) and other parties listed in the distribution list in Section 3.

## 1.6 Approvals of the CTMP

In accordance with DC.22, LC.69 and LC.70 this CTMP will be prepared in consultation with the Manager Open Space and Recreation Planning. It will be submitted to the WCC Manager Open Space and Recreation Planning for comment and feedback at least 20 working days prior to any final CTMP and SSTMP management plan/s being lodged with the Compliance Monitoring Officer (CMO) for certification under Designation Condition DC.22 and DC.26

At least 15 Working Days prior to Commencement of Construction HEB Construction shall submit this CTMP to the CMO for certification. Construction shall not commence until HEB Construction has received the Manager's written certification of the CTMP.

## 1.7 Updating the CTMP

The CTMP shall be reviewed six-monthly and updated as required. The review shall address as a minimum;

- Changes in the construction programme;
- Changes in operational procedures; and
- Experience gained through site responses or stakeholder consultation.

The CTMP may also be reviewed in response to a specific incident, or on an as required basis. Any proposed amendments to the CTMP shall be submitted to WCC Road Protection Team and Manager Open Space and Recreation Planning for approval prior to implementing.

## 2 Legislative requirements for the CTMP

This CTMP is subject to a number of Designation and License conditions. For ease of reference, the tables below identify and demonstrate methods of compliance with traffic and pedestrian related conditions in the following documents;

- Wellington City Council (WCC) Prince of Wales/Omāroro Reservoir Designation Conditions (DC) dated May 2018 (Table 2-1); and
- Wellington City Council Land Owner Approval to construct a new reservoir (Omāroro reservoir) at Prince of Wales Park on the Wellington Town Belt License Conditions (LC) dated August 2017 (Table 2-2).

Full copies of the Designation and License conditions are held by the Wellington Water and HEB Construction, and available for download on the Wellington Water Omāroro Water Reservoir website<sup>1</sup>.

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<sup>1</sup> Refer <https://www.wellingtonwater.co.nz/omaroro/>



## 2.1 Designation Conditions

**Table 2-1 Designation Conditions**

Designation Conditions – Wellington City Council (WCC)		
Consent Reference	Description of Condition	Section of the CTMP
<b>Management Plans</b>		
DC.11	<p>a) The following Management Plans shall be submitted to the CMO for certification either at the same time or post-acceptance of outline plans associated with the construction of the Omāroro Reservoir:</p> <ul style="list-style-type: none"> <li>i. Construction Management Plan (CMP)</li> <li>ii. Earthworks Management Plan (EMP)</li> <li>iii. Construction Traffic Management Plan (CTMP)</li> <li>iv. Site Specific Traffic Management Plan (SSTMP)</li> <li>v. Construction Noise and Vibration Management Plan (CNVMP)</li> <li>vi. Landscape and Ecology Management Plan (LEMP)</li> <li>vii. Playing Fields Management Plan (PFMP)</li> </ul> <p>b) Works must not commence until certification of the management plans is received in writing</p> <p>c) All construction of the Project shall be carried out in accordance with the certified management plans required by these conditions</p> <p>d) The management plans provide the overarching principles, methodologies, and procedures for managing the effects of the Works to achieve the environmental outcomes and performance standards required by these conditions</p> <p>e) The management plans apply to the entire Project (including where it is constructed in Stages) and, for some matters, are sufficient to address construction management without the need for more specific plans. For other matters, there is a need for site-specific plans to provide the necessary level of detail to address requirements within each of the Stages</p> <p>f) The management plans shall be in general accordance with any draft management plan included as part of the AEE</p> <p>g) A copy of the certified management plans shall be made publicly accessible on the Requiring Authority's website</p> <p>h) During the construction period, a copy of all certified management plans shall be kept on site at all times, and be made available to the CMO upon request.</p>	The CTMP and SSTMP (this document) are provided as required by this condition.

Designation Conditions – Wellington City Council (WCC)		
Consent Reference	Description of Condition	Section of the CTMP
<b>Construction Traffic Management Plan</b>		
DC.22	<ul style="list-style-type: none"> <li>a At least 15 Working Days prior to Commencement of Construction the Requiring Authority shall submit CTMP to the CMO for certification</li> <li>b The CTMP shall address the matters in condition DC.23</li> <li>c The CTMP shall be prepared in accordance with the version of the New Zealand Transport Agency Code of Practice for Temporary Traffic Management (COPTTM) that applies at the time the CTMP is prepared (where there is a change in the normal operating condition of a road). Where it is not possible to adhere to this standard, the COPTTM's prescribed Engineering Exception Discretion (EED) process will be followed, which will include appropriate mitigation measure's agreed with the Council's Road Asset Manager.</li> <li>d Construction shall not commence until the Requiring Authority has received the Manager's written certification of the CTMP</li> </ul>	The CTMP and SSTMP (this document) are provided as required by this condition.
DC.23	<p>The CTMP shall confirm the procedures, requirements and standards necessary for managing the traffic effects during the Work so that safe, adequate, and convenient routes for local movements by all transport modes are maintained throughout the construction of the Project. In particular, the CTMP should include methods to:</p> <ul style="list-style-type: none"> <li>a Minimise the disruption to users of local travel routes</li> <li>b Minimise the disruption to local residents parking, including methods to minimise interferences between heavy vehicles and cars using the P10 parking outside the dairy on Wallace street</li> <li>c Maintain a safe passage for all travel routes, including road and footpath users affected by the Work.</li> </ul> <p>In particular, the CTMP shall describe:</p> <ul style="list-style-type: none"> <li>i Access to the site for heavy vehicles and contractors' vehicles</li> <li>ii Details of the 8 temporary car parks for residents on the upper playing field. The Requiring Authority must aim to provide more than 8 car parks where space allows.</li> <li>iii Access restrictions for bulk earth import and export from the site</li> <li>iv Mechanisms to coordinate heavy vehicle movements to minimise instances where two construction vehicles meet at the Rolleston Street-Wallace Street Intersection</li> </ul>	<p>Addressed in this CTMP.</p> <p>For specific reference;</p> <ul style="list-style-type: none"> <li>a) Sections 5.1, 5.3.2, 0 and 7.7</li> <li>b) Section 5.3 and Appendix A</li> <li>c) Sections 5 and 7</li> <li>i) Sections 4.2, 4.3 and 5.1</li> <li>ii) Section 5.3.2.2 and Appendix A</li> <li>iii) Sections 4.1 and 5.3</li> <li>iv) Section 5.3.3</li> </ul>

Designation Conditions – Wellington City Council (WCC)		
Consent Reference	Description of Condition	Section of the CTMP
DC.24	<p>a Prior to construction commencing the Requiring authority shall carry out a preconstruction survey of Rolleston Street</p> <p>b Prior to construction commencing the Requiring Authority shall agree in writing with the CMO (who shall consult with WCC Road Asset Manager), the nature, extent, frequency and any reporting requirements related to the inspection referred to in condition DC.24 (c)</p> <p>c The Requiring Authority shall carry out inspections of Rolleston Street, the Rolleston/Wallace Street intersection, and Salisbury Terrace to ensure that any potholes and other damage resulting from construction of the Works are identified and fixed as soon as practicable. These inspections will be carried out at the following frequency, unless otherwise agreed in writing by the CMO (who shall consult with the WCC Road Asset Manager):</p> <p>i. Fortnightly during the earthwork excavation period</p> <p>ii. Every two months during the remainder of the construction period, through to the completion of any projects defects and liability period.</p> <p>d The Requiring Authority shall repair pot holes and other damage resulting from the Project to Rolleston Street within 7 days of them being notified to the CLP or CMO. This timeframe may be extended if agreed in writing by the CMO</p> <p>e Unless otherwise agreed in writing by the CMO (who shall consult with the WCC Road Asset Manager), within 1 month of the completion of construction, the Requiring Authority shall organise with the CMO and Road Asset Manager a joint inspection of Rolleston Street to determine remedial repaving works required to reinstate the road surface</p> <p>f Any identified remedial works, including repaving shall be completed within 6 months of the completion of construction, unless otherwise agreed in writing with the WCC Road Asset Manager. The Requiring Authority shall meet all fair and reasonable costs of undertaking this work.</p>	Refer Section 7.4 and Appendix D
DC.25	The Requiring authority shall ensure that any on street parking removed or relocated during construction of the projects is reinstated within 1 month of completion of construction.	Refer Section 5.3.2.2
<b>Site Specific Traffic Management Plans</b>		
DC.26	<p>a The requiring authority shall submit SSTMPs to the CMO for certification at least 5 Working Days prior to commencement of the relevant Management Works</p> <p>b The SSTMPs shall address the matters in condition DC.27</p> <p>c Traffic Management shall not be implemented until the Requiring authority has received the CMO written certification of the SSTMP</p>	Refer Section 5.3.2

Designation Conditions – Wellington City Council (WCC)		
Consent Reference	Description of Condition	Section of the CTMP
DC.27	<p>SSTMPs shall describe the measures that will be undertaken to manage the traffic effects associated with construction of specific Stages of the Projects prior to construction of the relevant Stage(s) of the Project commencing. Each SSTMP must be consistent with, and be implemented in accordance with, the CTMP. In particular, SSTMPs shall describe, where appropriate:</p> <ul style="list-style-type: none"> <li>a Temporary traffic management measures required to manage impacts on road users during proposed working hours</li> <li>b Measures to maintain existing vehicle access to adjacent properties</li> <li>c Measures to maintain safe and clearly identified pedestrian and cyclist access on roads and footpaths adjacent to the Works</li> <li>d Any proposed temporary changes in speed limits</li> <li>e Provision for the safe and efficient access of vehicles to and from the construction site</li> </ul>	Refer Section 5.3.2

## 2.2 Wellington City Council Land Owner Approval – License Conditions

Table 2-2 Wellington City Council Land Owner Approval – License Conditions

Wellington City Council Land Owner Approval – License Conditions		
Consent Reference	Description of Condition	Section of the CTMP
Traffic Management, Site Access and Public Access Arrangements		
LC.68	<p><b>Draft CTMP, SSTMP and preparation of a draft pedestrian management plan</b></p> <p>In conjunction with preparing a draft Construction Traffic Management Plan (CTMP), and/or any draft Site Specific Traffic Management Plan (SSTMP) in accordance with designation conditions DC 22 and DC26m a draft Pedestrian Management Plan (PMP) must also be prepared and incorporated within any CRMP and address the matters within LC 69, 70 and 72</p>	Pedestrian management is addressed as part of this CTMP, refer Section 6
LC.69	<p><b>Draft Pedestrian Management Plan consultation</b></p> <p>Any draft Pedestrian Management Plan (PMP) must be prepared in consultation with the Manager Open Space and Recreation Planning</p>	Refer Section 1.6
LC.70	<p><b>Draft pedestrian management plan and CTMP and SSTMP feedback</b></p> <p>The draft Pedestrian Management Plan must be submitted to the WCC Manager Open Space and Recreation Planning, along with any draft CTMP or SSTMP, for comment and feedback at least 20 working days prior to any final CTMP and SSTMP management plan/s being lodged with the CMO for certification under Designation Condition DC.22 and DC.26</p>	Refer Section 1.6

Wellington City Council Land Owner Approval – License Conditions		
Consent Reference	Description of Condition	Section of the CTMP
LC.71	<p><b>Matter to be included in any CTMP and SSTMP</b></p> <p>Any draft CTMP and SSTMP must, in addition to any designation condition requirements, address:</p> <ul style="list-style-type: none"> <li>a) <b>Public Safety:</b> All traffic management planning must provide for public safety within and adjacent to the license area at all the times while providing the least possible disruption to public access and use of the walkways within and around the general area.</li> <li>b) <b>Harrier Club Access:</b> Maintenance and management of access to the Harriers Club and lower playing field car parking area, off Salisbury Terrace, along the eastern edge of the lower field, over the course of project and/or during each project stage to provide pedestrian access and public vehicle access to the Harrier Club building.</li> <li>c) <b>Contractor Access to lower playing field:</b> Arrangements for contractor access and parking to the lower playing field area and how this will be managed to avoid disruption of public access to the Harrier Club building, and public walkway access between Westland and Dorking Streets.</li> <li>d) <b>Exclusion of contractor parking from lower field public car parking area:</b> The exclusion of the contractor parking in the public parking area to the south of the lower field.</li> </ul>	Refer Section 6



<p>LC.72</p>	<p><b>Matters to be included in any draft Pedestrian Management Plan</b></p> <p>Any draft Pedestrian Management Plan (PMP ) prepared must provide for the following:</p> <ul style="list-style-type: none"> <li>a Maintenance and management of public access: The maintenance and management of public access to and around the work site, during construction, including provision for temporary track re-alignment and construction. This shall include requirement for: <ul style="list-style-type: none"> <li>i. Track condition and signage monitoring: Temporary tracks and related signage to be inspected monthly</li> <li>ii. Track defects and repair: Any defects or repairs to temporary tracks or signage to be fixed by Wellington water, or its contractor, within 10 working days of identification by either monitoring or in receipt of a complaint</li> <li>iii. Reporting: A record of temporary track and signage inspection and repair to be provided to the CLP, including any response to any request for track or signage inspection or repair made by the CLP in response to community or stakeholder feedback</li> <li>iv. Track signage plan: The development of a track signage plan with details of signage information and signage locations displaying public information and directions of track detours. This shall include information that will be made available on the Wellington Water and/or WCC websites.</li> <li>v. Track signage installation: Signs to be required at all tracks that lead to or around the site and at any junctions, with signage to be installed and in places when tracks are available for use.</li> <li>vi. Track signage management: A sign management plan for regular maintenance and updates of the signs for different phases of the project.</li> </ul> </li> <li>b Temporary track planning and design coordination: New track alignments and construction specifications, approved in writing by the Manager Open Space and Recreation Planning, with specific consideration given to ensuring that: <ul style="list-style-type: none"> <li>i. Damage minimisation: Realigned track design and location is subject to assessment of effects on existing reserve values. Alignment, specification and construction methodology will be used to limit effects.</li> <li>ii. Fit for Purpose: New or realigned tracks are fit for purpose. The minimum standard will be “walking track standard” as defined within the Wellington City Council Open Space Access Plan</li> <li>iii. Disruption minimisation: New, realigned or upgraded tracks provide for the least possible disruption to public access through any agreed pedestrian access or track areas at all times throughout the construction phase</li> <li>iv. Integration with track network: Temporary track planning has considered the potential for temporary tracks to become new tracks at the end of the project to improve alignment, connectivity, gradient and general condition of existing tracks. The LEMP will identify all final tracks and any integration between track network planning and site remediation landscape design.</li> <li>v. Track location and redesign: Any requirement to amend the agreed location or design of a track is agreed by the Manager Open Space and Recreation Planning</li> </ul> </li> </ul>	<p>Addressed in this CTMP. For specific reference;</p> <ul style="list-style-type: none"> <li>a) <ul style="list-style-type: none"> <li>i) Refer Section 6.5 &amp; Appendix C (Monthly Site Audit template)</li> <li>ii) Refer Section 6.5 and Monthly Audit template in Appendix C</li> <li>iii) Refer Section 6.5</li> <li>iv) Refer Appendix C</li> <li>v) Refer Appendix C for signage details and locations, and Section 6.3 for signage installation details</li> <li>vi) Undertaken as an item in the Monthly Audits, refer template in Appendix C.</li> </ul> </li> <li>b) (all subsections) Refer Section 6.6.3</li> </ul>
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<b>Wellington City Council Land Owner Approval – License Conditions</b>		
<b>Consent Reference</b>	<b>Description of Condition</b>	<b>Section of the CTMP</b>
	<ul style="list-style-type: none"> <li>vi. Track construction and maintenance: Wellington Water shall be responsible for all temporary track construction, reinstatement and maintenance throughout the construction period</li> <li>vii. Temporary track removal and reinstatement: All temporary tracks are removed and reinstated to the satisfaction of Manager, Open Space and Recreation Planning prior to completion of the project (unless otherwise agreed by Manager, Open Space and Recreation Planning through the final approval of the Designation LEMP).</li> </ul>	
<b>Maintenance and reinstatement of access way between Salisbury Terrace and Harriers Club Building</b>		
LC.73	<p><b>Maintenance of access way to lower playing field</b></p> <p>Wellington Water, or its contractor, will be entirely responsible over the duration of the project for the maintenance of the public vehicle access from Salisbury Terrace to the Harriers Club building located east side of the Prince of Wales Park lower playing field (the lower field public access way). This will include a responsibility for ensuring that any potholes and other damage resulting from construction of the works are identified and fixed.</p>	Refer Section 7.4.2
LC.74	<p><b>Preconstruction condition survey: access way and car parking area</b></p> <p>At least 20 working days prior to construction commencing Wellington Water, or its contractor shall carry put a preconstruction conditions survey of the lower field public access way and the public car parking area to the south of the lower field, using an appropriately qualified engineer. A report of this survey will be supplied to the Manager Open Space and Recreation Planning.</p>	Refer Section 7.4.1
LC.75	<p><b>Time frames for repairing project damage to access way and/or car parking area</b></p> <p>Wellington Water or its contractor shall repair pot holes or other damage resulting from the project to the lower field public access way and/or car parking area wither within 10 working days of being notified to the CLP, the CMP or the Manager Open Space and Recreation Planning, or within any other timeframe otherwise agreed in writing with the Manager Open Space and Recreation Planning.</p>	Refer Section 7.4.2 and Appendix D
LC.76	<p><b>Access way and car parking area inspection following lower playing field remediation</b></p> <p>Unless otherwise agreed in writing by the Manager Open Space and Recreation Planning, within 20 working days of the completion of the remediation of the lower playing field, Wellington Water or tis contractor shall organise with the Manager a joint inspection of lower field public access way and public car parking area to determine and agree whether remedial/repaving work, if any, are required, as a result of the projects, to reinstate the access way and/or car parking surface</p>	Refer Section 7.4.3

<b>Wellington City Council Land Owner Approval – License Conditions</b>		
<b>Consent Reference</b>	<b>Description of Condition</b>	<b>Section of the CTMP</b>
LC.77	<p><b>Access and car parking remedial works costs</b></p> <p>Any agreed remedial or reinstatement works, including repaving, shall be completed and certified by the CMP, prior to the Manager, Open Space and Recreation Planning and the Manager, Sport and Recreation Operations and Contracts, confirming in writing, under designation condition DC42 that the reinstated lower field, and related tracks, retaining walls, fencing and drainage are suitable for organised sports use and public activities to commence.</p>	Refer Section 7.4.3
LC.78	<p><b>Access and car parking remedial works costs</b></p> <p>Wellington Water shall meet all fair and reasonable costs of undertaking any agreed remedial and/or reinstatement work/s.</p>	This condition will be met by HEB Construction as part of the works.

### 3 Roles and responsibilities

A summary of the site roles and responsibilities is set out below in Table 3-1. Any changes to named personnel must be notified to WCC (and/or their representatives) and this document updated.

Responsibilities may be appropriately delegated but will remain the responsibility of the named person unless notified to WCC. Where appropriate, one person may hold more than one role such as STMS and Site Pedestrian & Traffic Supervisor.

**Table 3-1 Roles and responsibilities**

Organisation	Role	Expectations/ Responsibility	Person/ Contact details (if required)
Wellington Water	Consent Holder	Overall responsibility to ensure resource consent conditions and CTMP requirements met. Overall responsibility for reporting to WCC	Gareth Penhale Project Director <a href="mailto:Gareth.Penhale@wellingtonwater.co.nz">Gareth.Penhale@wellingtonwater.co.nz</a> Tel 04 912 4400 Mob 027 209 0828
HEB Construction	–Site Pedestrian & Traffic Supervisor / Contractors Community Liaison Person (CCLP)	To ensure the Site is operated accordance with the CTMP. Arrange for pre-construction surveys. Arrange regular meetings with the CMO regarding upcoming works and permissions/approvals required. Ensure that staff parking is only within the site; no staff parking can occur on the surrounding streets or in the public carpark off Salisbury Terrace. Implement pedestrian management measures in accordance with the CTMP. Submit monthly site audits to the Manager Open Space and Recreation Planning. Liaise with the Kāinga Ora contractor for the Rolleston Street site redevelopment regarding expected truck movements. To facilitate coordination meetings with WCC. To respond to complaints and incidents. To provide inductions and training for staff. To maintain a complaints and incidents register and write reports.	Russell Obee ATMS
HEB Construction	Staff	To create a safe working environment. To operate the Site traffic and pedestrian management according to the CTMP.	N/A
BECA	Engineer's Representative	Confirming site works are being undertaken in accordance with the Contract	TBC

Organisation	Role	Expectations/ Responsibility	Person/ Contact details (if required)
ATMS	Site Traffic Management Supervisor (STMS)	Implement TTM in accordance with the CTMP and approved SSTMPs Prepare and submit SSTMPs to the RCA for approval.	ATMS STMS TBC
Wellington Water	Community Liaison Person (CLP)	Lead and coordinate community and stakeholder engagement and communication processes Advise the CRG of any proposed changes to on-street parking arrangements. Arrange for letter drops to neighbours as required.	Dan Ormond <a href="mailto:Dan@latitudesc.co.nz">Dan@latitudesc.co.nz</a> 027 251 9849
WCC - Road Controlling Authority (RCA)	Road Protection Team	Approval of the CTMP and SSTMPs. Auditing of TTM during site operations. Advising network considerations such as other scheduled road works which could impact project works and TTM.	Peter Hamilton Peter.Hamilton@wcc.govt.nz (04) 499 4444
WCC - Town Belt Land Owner	Manager Open Space and Recreation Planning (MOSRP)	Approval of the CTMP. Approval of pedestrian management measures in the Town Belt during site operations.	Joel De Boer Joel.DeBoer@wcc.govt.nz (04) 499 4444
WCC – Designation Authority	Compliance Monitoring Officer (CMO)	Approval of the CTMP. Monitoring of compliance with the Designation Conditions during site operations.	Bob Barber P 04 803 8145   M 021 227 8145 E bob.barber@wcc.govt.nz
Neighbours	Various	For the site to be a good neighbour during construction.	N/A
Community Reference Group (CRG)	Various – includes submitters to consent, parties who have requested ongoing involvement, community group representatives and others. Also refer DC.8	To provide feedback on the draft CTMP and to be kept informed of site developments	N/A – email addresses are held on file and will be used to communicate with all members simultaneously

## **4 Construction activity**

### **4.1 Working hours**

As specified in DC.17 normal working hours are:

- For on-site construction activities 7:30am to 6:00pm Monday to Saturday (excluding public holidays);
- For earthworks related heavy vehicle movements on public roads: 9:00am to 6:00pm Monday to Friday (excluding public holidays); and
- For all non-earthwork related heavy vehicle movements on public roads: 9:00am to 6:00pm Monday to Friday (excluding public holidays).

Where specialised heavy vehicle movements cannot be undertaken during normal work hours, the HEB Pedestrian & Traffic Supervisor shall comply with the requirements of Section 4.2 in the Construction Noise and Vibration Management Plan (CNVMP). An SSTMP, prepared in accordance with Section 5.3.2, will be required where proposed activities are outside the scope of existing SSTMPs.

Also refer to Section 5.3.4 regarding notification to the CRG for work outside of normal working hours.

### **4.2 Construction staging**

Programming of the construction work has identified an overall construction works programme of two (2) years. A detailed programme is maintained and updated by HEB Construction regularly, and will be available upon request. Indicative construction staging is summarised in Table 4-1 below.



Table 4-1 Indicative construction staging

Stage	Indicative period	Works description	Main traffic movements to/from Site	TTM measures
<b>Enabling works</b>	September 2020 to December 2020	<ul style="list-style-type: none"> <li>• Site accommodation set-up (site offices, site parking, changes to Rolleston Street parking)</li> <li>• Site fencing</li> <li>• Construction of erosion and sediment control measures</li> <li>• Construction of vehicle access tracks</li> <li>• Temporary relocation/construction of pedestrian diversions</li> <li>• Clearance of vegetation and top soil (with suitable soil stockpiled for reuse)</li> <li>• Service relocation &amp; watermain pipe installation</li> </ul>	<ul style="list-style-type: none"> <li>• Site staff travelling to/from site via Salisbury Terrace, parking on site.</li> <li>• Transport of construction plant to site via Rolleston Street.</li> <li>• Rigid trucks transporting waste material off site via Rolleston Street.</li> <li>• Watermain pipe delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Parking removal and temporary speed limit reduction on Rolleston Street.</li> <li>• Residents parking area provided on upper field.</li> <li>• Three-way stop/go at Rolleston Street/ Wallace Street intersection as required for large/oversize deliveries.</li> </ul>
<b>Excavation</b>	December 2020 to June 2021	<ul style="list-style-type: none"> <li>• Excavation of material from reservoir site</li> <li>• Stockpiling of excavated material on upper and lower fields</li> <li>• Removal of excess material from the site</li> </ul>	<ul style="list-style-type: none"> <li>• Site staff travelling to/from site via Salisbury Terrace, parking on site.</li> <li>• Rigid trucks transporting excess/waste material off site via Rolleston Street.</li> </ul>	<ul style="list-style-type: none"> <li>• Parking removal and temporary speed limit reduction on Rolleston Street.</li> <li>• Residents parking area provided on upper field.</li> </ul>
<b>Reservoir construction</b>	June 2021 to August 2022	<ul style="list-style-type: none"> <li>• Construction of the reservoir and pipe tunnel including in-situ cast and precast concrete elements as required</li> <li>• Connection of services</li> <li>• Import of required material and components to the site</li> <li>• Testing</li> </ul>	<ul style="list-style-type: none"> <li>• Site staff travelling to/from site via Salisbury Terrace, parking on site.</li> <li>• Concrete trucks via Rolleston Street.</li> <li>• Transport of precast concrete columns/ beams to site via Rolleston Street.</li> <li>• Transport of construction plant to/from site via Rolleston Street.</li> </ul>	<ul style="list-style-type: none"> <li>• Parking removal and temporary speed limit reduction on Rolleston Street.</li> <li>• Residents parking area provided on upper field.</li> <li>• Three-way stop/go at Rolleston Street/ Wallace Street intersection as required for large/oversize deliveries.</li> </ul>

Stage	Indicative period	Works description	Main traffic movements to/from Site	TTM measures
<b>Backfilling</b>	August 2022 to April 2023	<ul style="list-style-type: none"> <li>Burying reservoir (using stockpiled material where possible)</li> </ul>	<ul style="list-style-type: none"> <li>Site staff travelling to/from site via Salisbury Terrace, parking on site.</li> </ul>	<ul style="list-style-type: none"> <li>Parking removal and temporary speed limit reduction on Rolleston Street.</li> <li>Residents parking area provided on upper field.</li> </ul>
<b>Remediation</b>	December 2022 to May 2023 (overlap with backfilling)	<ul style="list-style-type: none"> <li>Reinstatement and landscaping of the reservoir site including planting and reinstatement of tracks and pathways</li> <li>Reinstatement of the upper and/or lower fields including reshaping/levelling, installation of surface drainage, topsoiling, grassing, and marking</li> <li>Remediation of Rolleston Street</li> </ul>	<ul style="list-style-type: none"> <li>Site staff travelling to/from site via Salisbury Terrace, parking on site.</li> <li>Transport of construction plant from site via Rolleston Street.</li> <li>Road pavement remediation as required on Rolleston Street and intersection with Wallace Street.</li> </ul>	<ul style="list-style-type: none"> <li>Parking removal and temporary speed limit reduction on Rolleston Street.</li> <li>Residents parking area provided on upper field.</li> <li>Three-way stop/go at Rolleston Street/ Wallace Street intersection as required for large/oversize deliveries.</li> <li>Lane closures on Rolleston Street, Salisbury Terrace and Wallace Street for resealing and pavement repairs.</li> </ul>

### 4.3 Proposed heavy vehicle routes

Figure 4-1 outlines the proposed heavy vehicle route to and from the worksite and landfill via Ohiro Road, and other deliveries, including precast concrete panels via State Highway 1.

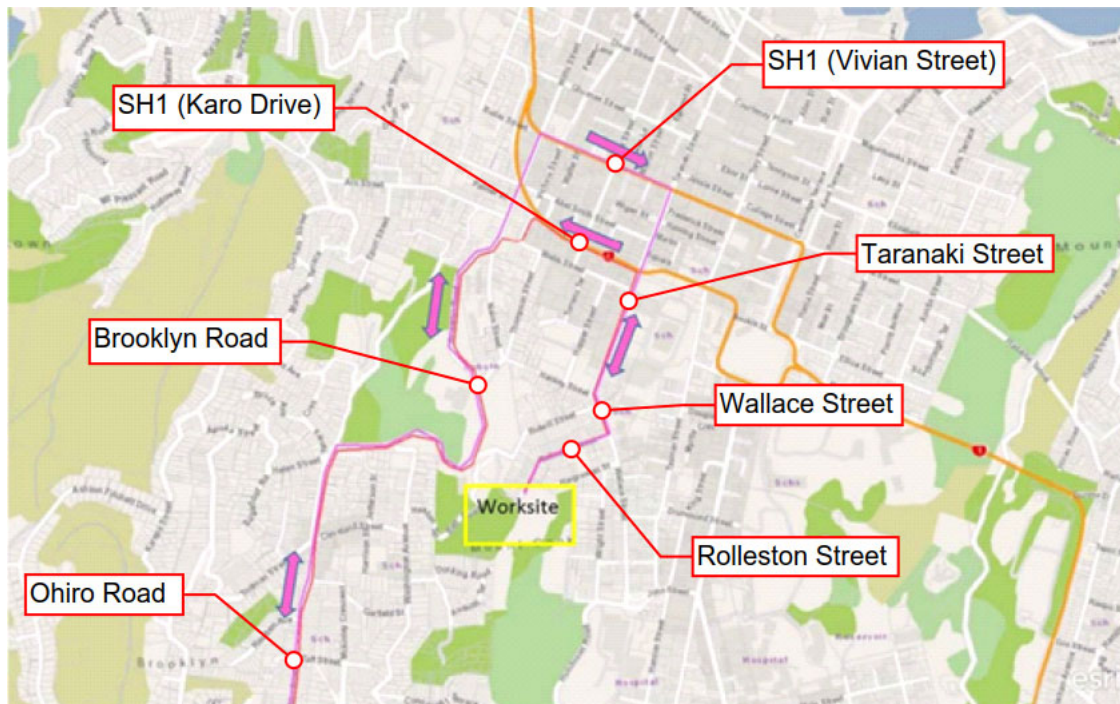


Figure 4-1 Proposed heavy vehicle route (Source: Beca TA Report)

## 5 Temporary Traffic Management (TTM)

References to the Designation and Town Belt Licence conditions of consent are provided at the beginning of each sub-section for ease of reference between the conditions and the management procedures.

### 5.1 Site access

This section describes access to the site for heavy vehicles and contractors' vehicles in accordance with DC.23 (i).

#### 5.1.1 Construction vehicle entrance

Construction deliveries will access the Site via Rolleston Street. The construction vehicle demand that the Site will generate will vary throughout the construction programme. Different stages of the construction will also generate different heavy vehicle types. The main types of construction vehicles are:

- **Earthworks:** Transporting surplus excavated material from the site and topsoil to the site for landscape finishing. This will be undertaken using single unit rigid trucks. These trucks will have three or four axles and be approximately 8-9 metres in length. Over the length of the construction programme there is an estimated 6,500 round trips of heavy vehicles to complete the earthworks. Peak hour traffic volumes are expected to vary between 0 and 16 trips depending on the works being undertaken.
- **On site concrete:** Transport of concrete for on-site pours. Concrete trucks are typically single unit rigid heavy vehicles. They will be of a similar size to the heavy vehicles used for the earthworks. Concrete will be poured on site during the reservoir construction phase of the programme. The number of concrete truck movements on any given day will be dependent on whether a pour is taking place on site or not. The days on which a pour is taking place it is expected that up to six heavy vehicle movements per hour could occur, though this will only be on a select number of days.
- **Pre-cast concrete and specialised machinery deliveries:** Pre-cast concrete panels will be required to be delivered on a flatbed articulated truck. These vehicles will likely be six or seven axles in length and up to 20 metres long. There will be up to 200 pre-cast elements that will be delivered to site over a three-month period. Some infrequent, specialised heavy vehicle movements (such as cranes and excavation machinery), associated with the delivery and removal of specialised machinery may be required to occur throughout the project.

Temporary Traffic Management (TTM), as described in Section 5, will be implemented on Rolleston Street and Wallace Street to ensure safe and efficient operation for residents, the general public and construction vehicles. Dorking Road entrance works will be undertaken to enable emergency access to the top of the Reservoir post construction to effect urgency maintenance if required.

#### 5.1.2 Staff vehicle entrance

All staff will access the site from Salisbury Terrace via Wright Street, estimated at 40 vehicles each day. All vehicles will be accommodated within parking areas created on site. This access will be for light vehicles only. No construction deliveries will be made to the Salisbury Terrace entrance.

Staff parking areas within the site will vary depending on construction activity. This may be on either the lower or upper fields as required. Access to specific staff parking areas will be managed within the site by the Site Pedestrian & Traffic Supervisor.

Specifically, all staff vehicles will access site via Salisbury Terrace regardless of where they are required to park within the site, staff vehicle access will not occur via Rolleston Street.

The existing sealed parking area adjacent to the lower field will be maintained clear of construction related traffic and available for unrestricted public use such as for Harrier Club patrons.

Wright Street connects with Hargreaves Street to the north and Hutchison Road to the south. By connecting onto both of these roads, there are a wider range of options for staff arriving at and departing from site. This will spread the additional light vehicles that the construction site will generate wider over the adjacent road network.

No TTM measures are considered necessary for this entrance.

## **5.2 Access layout and visibility splays**

The proposed access layout to the construction site from Rolleston Street is attached in Appendix A.

At least 30m of visibility shall be provided along the footpath in both directions from both approaches to the site entrance at all times, to provide adequate time for approaching vehicles to view an approaching pedestrian, cyclist or driver and stop safely if required.

## **5.3 Implementation and operation**

This section describes the CAR, WAP and SSTMP implementation and operation in accordance with DC.26 and DC.27.

### **5.3.1 Corridor Access Request and Work Access Permit**

HEB will open a Corridor Access Request (CAR) on Submitica<sup>2</sup> (the preferred submission portal by WCC) prior to the start of works. As described below, the CAR will be used to submit SSTMPs for approval by WCC.

HEB will obtain a Work Access Permit (WAP) prior to starting works. This is done through opening the CAR for permission from WCC

### **5.3.2 Site Specific Traffic Management Plan (SSTMP)**

A SSTMP is a document that outlines the procedures and physical traffic management measures to be implemented so that safety is maintained for road users and Project staff throughout every activity associated with the Project. It will also outline the procedures required to be followed by construction or road workers in order to maximise the safety of the site.

A SSTMP will be prepared so that every construction activity which impacts on the road network is conducted using an approved methodology, with the agreed mitigation measures in place and to the correct standard. Each SSTMP will comply with the relevant standards of Code of Practice for Temporary Traffic Management (COPTTM) and WCC's Traffic Management Process.

Each SSTMP shall be consistent with, and be implemented in accordance with, the CTMP. In particular, SSTMPs shall describe, where appropriate:

- Temporary traffic management measures required to manage impacts on road users during proposed working hours;
- Measures to maintain existing vehicle access to adjacent properties;

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<sup>2</sup> Refer <https://www.submitica.com/>

- Measures to maintain safe and clearly identified pedestrian and cyclist access on roads and footpaths adjacent to the Works;
- Any proposed temporary changes in speed limits; and
- Provision for the safe and efficient access of vehicles to and from the construction site.

Sections 5.3.2.1 to 5.3.2.4 below describe the expected TTM which will require a SSTMP.

Where it is not possible to adhere to the required standards, the COPTTM's prescribed Engineering Exception Decision (EED) process will be followed, which will include appropriate mitigation measures agreed with the WCC.

The SSTMP will be submitted to the CMO and the WCC Road Protection Team under the Corridor Access Request (CAR) for approval by WCC or a site traffic management supervisor to whom WCC have given delegated authority. TTM for each SSTMP shall not be implemented until the HEB Construction has received the CMO written certification of the SSTMP.

Where the SSTMP relates to parking reallocation on Rolleston Street, the SSTMP will also be submitted to WCC Parking Enforcement for review and comment at the same time as submission to the CMO.

In accordance with DC.27, HEB Construction will allow at least five (5) working days for approval of a SSTMP.

Temporary traffic management will only be carried out by warranted site traffic management supervisors (STMS) and traffic controllers trained by Waka Kotahi accredited providers.

#### **5.3.2.1 Speed restriction on Rolleston Street**

For the period(s) when construction vehicles will access site via Rolleston Street, the speed along Rolleston Street will be restricted to 30km/hr to mitigate safety effects.

This is considered a passive TTM measure (implemented 24 hours a day using signage and traffic cones).

#### **5.3.2.2 Parking removal on Rolleston Street**

For the period(s) when construction vehicles will access site via Rolleston Street, 23 on-street parking spaces will be temporarily removed from Rolleston Street to ensure the safe access of heavy vehicles in/out of the Site.

Parking on Rolleston Street will be reallocated to the affected residents using temporary signage and markings in accordance with an approved SSTMP. An additional temporary parking for at least eight vehicles will also be provided on the upper field in accordance with DC.23 c (ii). The temporary carpark will be fenced off from the construction area and proper signage will be maintained restricting use of the carpark to holders of residents parking permits as per current on-street parking arrangements.

The proposed temporary carpark layout for the upper field is shown in Figure Omāroro CTMP A1 in Appendix A. Also refer to Section 7.1 for surfacing details.

On street parking removed or relocated during construction of the project will be reinstated within one (1) month of completion of construction.

Amendments to on-street parking will be notified to the CRG and neighbours at least two (2) days prior to implementation.

This is considered a passive TTM measure (implemented 24 hours a day using signage and traffic cones).



### 5.3.2.3 Three way stop/go at Wallace Street/ Rolleston Street intersection

For specific times when large or oversize vehicles greater than 10m in length (typically for pre-cast concrete and specialised machinery deliveries) are required to make deliveries to site, a three way stop/go will be implemented at the intersection of Wallace Street and Rolleston Street.

This is considered an active TTM measure (implemented as required during working hours, requiring active traffic controllers (TCs) on site as well as passive control measures).

### 5.3.2.4 Lane closure on Rolleston Street, Salisbury Terrace and Wallace Street

To complete pavement repairs and resurfacing as required, lane closures shall be implemented.

This is considered an active TTM measure (implemented as required during working hours, requiring active traffic controllers (TCs) on site as well as passive control measures).

### 5.3.2.5 Reversing heavy vehicles on Rolleston Street

For specific times when vehicles for the delivery of oversize loads to site are too large to turn around within site and are required to reverse up/down Rolleston Street.

This is considered an active TTM measure (implemented as required during working hours, requiring active traffic controllers (TCs) on site as well as passive control measures).

### 5.3.2.6 Lane closure on Dorking Road

Road widening and construction of reservoir emergency access track (providing access to the top of the reservoir in case of an emergency during reservoir operation, not to be used as an access during construction).

This is considered an active TTM measure (implemented as required during working hours, requiring active traffic controllers (TCs) on site as well as passive control measures).

### 5.3.2.7 SSTMP limitations

In general, the following key limitations will be placed on the implementation of TTM for this Project in order to mitigate impacts (also refer to DC.27):

- Active public road TTM activities will only be permitted over public holiday periods with approval by WCC;
- Active TTM implementation and co-ordination on public roads will take into account special events and the needs of stakeholders in the area. A reduction in the capacity of the public network during major events will be avoided and where this is not deemed possible will require RCA approval;
- Parking of site vehicles on local roads will be prohibited.
- The permitted working hours are described in Section 4.1;
- The P10 on-street car parking outside of the dairy on Wallace Street, at the Rolleston Street intersection will be retained;
- Safe pedestrian and cycle access will be maintained at all times including;
  - Keeping footpaths accessible and clear of obstructions at all times; and
  - Undertaking driver inductions to reinforce courteous driving and give way priority at the site entrance (refer Section 7.7).
- Access to all residences and shops will be maintained; and

- Noise, dust and air quality impacts from construction vehicles will be managed through the construction process appropriate Construction Environmental Management Plan.

### 5.3.3 Heavy vehicle coordination

In accordance with DC.23 c (iv), heavy vehicles movements to and from site will be co-ordinated to minimise the occurrence that two trucks meet at the intersection of Wallace Street and Rolleston Street at the same time resulting in conflict and delay for other road users.

Two processes are proposed for heavy vehicle coordination. Passive heavy vehicle coordination shall occur for most periods of the project. From time to time the Site Pedestrian & Traffic Supervisor may choose to implement active heavy vehicle coordination for specific activities or when high volumes of heavy vehicle traffic are expected.

#### 5.3.3.1 Passive heavy vehicle coordination

Passive heavy vehicle coordination will be the responsibility of each driver.

Heavy vehicle movements will be scheduled each day, and each truck driver will be briefed on the expected heavy vehicle movements in daily toolbox briefings. All heavy vehicles shall be equipped with a suitable hands-free radio or phone system for contact.

Heavy vehicle drivers shall undertake the following when preparing to depart site;

- 1 As each heavy vehicle prepares to depart site, they shall make radio or phone contact with any other heavy vehicle scheduled to arrive within the next hour for an update on arrival time;
- 2 Either;
  - Where an approaching heavy vehicle driver estimates they are within five (5) minutes of arriving at site, the departing driver shall remain on site until the approaching vehicle arrives. They shall then repeat this process from Step 1; or
  - Where no approaching heavy vehicle driver estimates they are within five (5) minutes of arriving at site, the departing driver may depart site.
- 3 Where a subsequent vehicle is also prepared to depart site, they shall wait one (1) minute from the departure of the previous vehicle, and then commence from Step 1.

#### 5.3.3.2 Active heavy vehicle coordination

Active heavy vehicle coordination will be the responsibility of the traffic controller (TC) undertaking the coordination.

Specifically the following will occur;

- Departing heavy vehicles will stop on Rolleston Street 20m from the intersection with Wallace Street;
- The TC shall observe traffic and approaching heavy vehicles on Wallace Street. Priority will be given to approaching vehicles; and
- When appropriate the TC will indicate to the departing heavy vehicle driver that they may approach the Rolleston/Wallace Street intersection and enter Wallace Street in accordance with the give way control.

#### 5.3.3.3 Heavy vehicle coordination review

The required process time periods shall be reviewed and amended by the Site Pedestrian & Traffic Supervisor if any two heavy vehicles meet at the intersection. Review outcomes and any proposed amendments shall be advised to WCC.

### **5.3.4 CRG and neighbour notification for heavy vehicle activity**

The CRG and neighbours shall be notified at least two (2) days in advance of each instance/period of notifiable heavy vehicle activity, specifically;

- Scheduled days of peak activity, when more than 60 construction vehicles are expected to access site in a single day such as large concrete pours or specialised activities; and
- When deliveries are scheduled outside of the standard working period described in Section 4.1, such as for oversize deliveries where required by WCC/Waka Kotahi network restrictions, concrete pours and pre-cast deliveries.

Notification shall include expected number and duration of the notifiable heavy vehicle activity, a brief description of the works it relates to, and any specific TTM measures that may be required.

### **5.4 TTM installation**

Implementation of the TTM shall be in accordance with COPTTM and the approved SSTMP(s). All traffic control devices and personal safety equipment to be used for the implementation of approved TTM measures described in this CTMP will, as a minimum, comply with COPTTM.

### **5.5 TTM signage**

Traffic and temporary warning signage shall conform to the standards specified in COPTTM. All such specific signage will be clearly shown on SSTMPs submitted to the CMO and the WCC Road Protection Team for approval.

Project signage board locations, including on Rolleston Street, are included in the HEB Construction Management Plan.

### **5.6 TTM monitoring**

The STMS shall undertake TTM audits in accordance with COPTTM and the approved SSTMPs. TTM Audits shall comply with the COPTTM template, and shall be saved on file for viewing by request by WCC.

WCC may from time to time undertake audits of the TTM installations. The STMS shall be notified of this audit at the time it is undertaken and the site condition rating form resulting from the RCA inspection will be made available to the Project Team in accordance with COPTTM.

## 6 Pedestrian management (PM)

This section describes the management of pedestrians around the site in accordance with LC.68 to LC.72.

As noted previously, the project impacts a number of public walking and mixed-use tracks within the Wellington Town Belt. This section addresses the temporary management of these tracks and public access to the town belt around the project site.

Permanent track reinstatement is addressed separately in the Landscape & Ecology Management Plan, which also sets out the fencing proposed around the construction site.

The Site Pedestrian & Traffic Supervisor (refer Section 3) is responsible for implementing pedestrian management around the site in accordance with the requirements of this CTMP, reporting to the CLP and the Manager Open Space and Recreation Planning.

The requirements for approval of the Pedestrian Management Plan are noted in Section 1.6.

### 6.1 Temporary track closures

Three tracks, including part of the City to Sea Walkway, will be temporarily closed during the duration of the works. Alternate routes are available, and these will be promoted using signage (refer Section 6.3) and temporary fencing (refer Section 6.4) at track junctions and entrances.

No new track alignments are proposed at this stage, with existing tracks considered to provide adequate alternate routes through the Town Belt. If changes in construction require further temporary track closures with no appropriate alternate routes, a Temporary Track Plan (refer Section 6.6.3) shall be prepared in accordance with LC.72 (b) for approval by the Manager Open Space and Recreation Planning.

Proposed temporary track closures and diversion routes are shown on Figure Omāroro CTMP C1 in Appendix C.

### 6.2 Rolleston Street to Hargreaves Street temporary diversion

A temporary pedestrian access track will be constructed around the edge of the upper field, to provide a pedestrian connection while the upper field is closed for the reservoir construction. This track will meet the Walking Track standard described in the WCC Open Space Access Plan, specifically;

- Constructed to a 2.0m width;
- With an average maximum gradient of 15° (1V:3.7H); and
- Well defined in all weather conditions.

### 6.3 Temporary pedestrian signage

In accordance with LC.72 a (iv & v) temporary pedestrian signage shall be provided at the track junctions and entrances along the affected tracks around the site. Signage at each location shall consist of:

- Project sign describing the project works and contact details using the Wellington Water Project Signage template attached in Appendix C; and
- Map of the track closures and diversion routes to a minimum scale of 1:4,000.

These signs may be combined subject to being able to achieve the minimum text size and map dimensions described in the Wellington Water template.

Signage shall meet the following minimum requirements;

- The Map shall include a 'You are here' text box with size 12 font for each location. Indicatively, a standard map will be produced and the Site Pedestrian & Traffic Supervisor will attach a sticker in the relevant location on each map once installed;
- Signage materials shall be all weather durable such as corflute or laminated sheets;
- Signage shall be securely fixed with fixings that are not able to be undone by hand; and
- Signage shall be positioned between 0.8m and 2.0m above the ground to be easily read by affected pedestrians.

A draft sign shall be notified to the Manager Open Space and Recreation Planning for written approval prior to implementation. HEB Construction shall allow a minimum of two (2) weeks to receive this approval following notification.

Signage, posts, fencing and other temporary items installed for the project shall be removed at the completion of works.

Proposed signage locations are shown on Figure Omāroro CTMP C1 in Appendix C.

#### **6.4 Temporary pedestrian fencing**

Refer the Landscape & Ecology Management Plan for the construction fencing proposed around the construction site.

In addition to construction fencing around the construction site, temporary fencing will be implemented at junctions to temporarily closed tracks. Temporary fencing shall meet the following minimum requirements;

- 1m high fluorescent orange safety fencing;
- Set between 1m and 2m back from the edge of any path remaining open;
- Waratahs installed at each end and 2m c/c with yellow safety caps tied in place; and
- Fence to extend across the track and 0.5m into the bush on either side of the cleared track environs.

Proposed temporary pedestrian fencing locations are shown on Figure Omāroro CTMP C1 in Appendix C.

#### **6.5 Pedestrian management monitoring**

In accordance with LC.72 (a) the Site Pedestrian & Traffic Supervisor or a suitably experienced person shall undertake monthly site audits of the pedestrian management measures around the site. Audits are required for any period when pedestrian access around the site is affected, including periods such as Christmas when site works are on hold, but the pedestrian diversions remain in place.

Site audits are also required under all Covid-19 Alert Levels, to ensure that people using the tracks around the site remain safe and informed about the construction works areas.

An audit shall also be undertaken as soon as practicable and safe following a weather event where a severe weather warning is issued by MetService for Wellington City.

Site audits shall be submitted to the CLP and the Manager Open Space and Recreation Planning for their records.

The path maintenance scope for this project is to be agreed between HEB and the Manager Open Space and Recreation Planning prior to work starting.

Where maintenance identified in the monthly site audits is within the agreed scope of the project works, this shall be repaired by HEB. Other path maintenance identified shall be notified to the Manager Open Space and Recreation Planning for attention by WCC.

Any maintenance actions identified for attention by HEB shall be completed within then (10) working days of identification by either monitoring or in receipt of a complaint.

An audit template is provided in Appendix C.

## **6.6 Other considerations**

### **6.6.1 Cyclists**

An existing shared route between Rolleston Street and Bell Road provides a cycling connection through the town belt. This route will not be impacted by temporary track closures and shall remain open throughout the project.

Other tracks through the Town Belt around the project area are not permitted for cyclist use, and no specific provision for cyclists will be made.

### **6.6.2 Harrier Club access**

In accordance with LC.71 (d) and as noted previously in Section 5.1.2, the existing sealed parking area adjacent to the lower field will be maintained clear of construction related traffic and available for unrestricted public use such as for Harrier Club patrons.

As described in Section 5.1.2, no construction deliveries will be made to the Salisbury Terrace entrance.

In accordance with LC.71 (b) access to the Harrier Club along the lower field accessway (shared space, vehicle speed controlled by existing speed humps) will be maintained during construction. This is also shown on Figure Omāroro CTMP C1 in Appendix C.

### **6.6.3 Temporary Track Plan**

In accordance with LC.72 (b), if changes in construction require further temporary track closures with no appropriate alternate routes a Temporary Track Plan with specific reference to the WCC Open Space Access Plan<sup>3</sup> shall be prepared for approval by the Manager Open Space and Recreation Planning.

The Temporary Track Plan shall include consideration of:

- Damage minimisation to surrounding vegetation and ground;
- Fit for purpose standard of track (i.e. width, surface material, grade etc);
- Disruption minimisation to public use of Town Belt track network;
- Integration with the existing track network ;
- Track location and redesign to an agreed standard;
- Track construction and maintenance; and
- Temporary track removal and reinstatement.

<sup>3</sup> <https://wellington.govt.nz/~media/your-council/plans-policies-and-bylaws/plans-and-policies/a-to-z/openspaceaccess/files/open-space-access-plan.pdf?la=en>



The Temporary Track Plan shall be notified to the Manager Open Space and Recreation Planning for written approval prior to implementation. HEB Construction shall allow a minimum of two (2) weeks to receive this approval following notification.

## 7 Special considerations

### 7.1 Pedestrian and traffic management coordination meetings

Regular coordination meetings with WCC shall be facilitated by HEB to discuss upcoming works. Initially these meetings shall be fortnightly, although the frequency may be amended as agreed between meeting participants.

Invitees to the coordination meeting shall as a minimum include;

- Site Pedestrian & Traffic supervisor (meeting facilitator);
- CLP;
- MOSRP;
- CMO; and
- STMS.

### 7.2 Neighbour notification - letter drop

Letter drops along Rolleston Street, Salisbury Terrace and the top of Hargreaves Street shall be undertaken where required to inform neighbours of information relating to the project. This may include;

- Working hours;
- Arrival/leaving times of site personnel (separate to working hours) ;
- Periods of heavy vehicle activity;
- Night works;
- Changes to on-street/public parking; and
- Significant changes in project activities.

As a minimum the letter shall include;

- WCC and HEB logos;
- Description and update of works progress;
- Location of the changes;
- Reason for the changes;
- Expected duration (dates); and
- Project contact details.

An example letter is also provided in the WCC COP-WOTR Appendix D<sup>4</sup>.

The CLP shall arrange for letter drop to affected neighbours as required throughout the project. In addition to the physical letter drop an electronic copy of the notice will be provided to the CRG for their reference and information.

### 7.3 Temporary parking area surfacing

In accordance with DC.23 c (i) the residents temporary parking area on the upper field (refer Figure Omārora CTMP A1) will be chipsealed. The surface shall be graded with a minimum of 2% crossfall to aid stormwater drainage and minimise ponding during wet weather.

<sup>4</sup> <https://wellington.govt.nz/services/parking-and-roads/road-works/work-on-the-roads/codes-of-practice>

Staff temporary parking areas shall be formed to an all-weather surface (an indicative initial location is provided in Figure Omāroro CTMP A2).

Remediation of the playing surface at the completion of construction is addressed in the Construction Environmental Management Plan (CEMP).

## **7.4 Road pavement and seal maintenance**

### **7.4.1 Preconstruction survey**

In accordance with DC.24 and LC.74, at least 20 working days prior to construction commencing HEB Construction will undertake a preconstruction survey of Rolleston Street, the Rolleston/Wallace Street intersection, and the lower field public accessway and public carparking area to the south of the lower field.

The survey report will be provided to Manager Open Space and Recreation Planning and to the CRG.

### **7.4.2 Road condition inspections**

In accordance with DC.24, LC.73 and LC.75 the Site Pedestrian & Traffic Supervisor will inspect the condition of Rolleston Street, the Rolleston/Wallace Street intersection, the residents temporary parking area on the upper field, Salisbury Terrace, and the lower field public accessway and public carparking area to the south of the lower field at the following frequency;

- Fortnightly during the earthwork excavation period; and
- Every two months during the remainder of the construction period, through to the completion of any projects defects and liability period.

Road condition inspection reports shall be submitted to the CLP, the Manager Open Space and Recreation Planning, and the CMO for their records

The inspection report shall identify any potholes and other damage resulting from construction of the Works. The Site Pedestrian & Traffic Supervisor Damage will ensure that required repairs are fixed as soon as practicable. The following timeframes also apply;

- Required repairs on Rolleston Street are completed within seven (7) days of them being notified to the CLP or CMO. This timeframe may be extended if agreed in writing by the CMO; and
- Required repairs on the lower field public access way or car parking area are completed within 10 working days of being notified to the CLP, the CMP or the Manager Open Space and Recreation Planning, or within any other timeframe otherwise agreed in writing with the Manager Open Space and Recreation Planning.

Other road maintenance identified during inspections shall be notified to the appropriate WCC contractor (rubbish collection, sump cleaning, etc.) for attention by WCC.

An inspection report template is provided in Appendix D.

### **7.4.3 Remediation**

In accordance with DC.24, LC.76 and LC.77 within one (1) month of the completion of construction HEB Construction shall organise with the CMO, WCC Road Asset Manager, and Manager Open Space and Recreation Planning a joint inspection of Rolleston Street, the lower field public access way and the public car parking area south of the lower field to determine remedial repaving works required to reinstate the road surface.

Any identified remedial works, including repaving shall be completed within six (6) months of the completion of construction, unless otherwise agreed in writing with the WCC Road Asset Manager (Rolleston Street) or the Manager Open Space and Recreation Planning (lower field public access way and the public car parking area south of the lower field).

Any agreed remedial or reinstatement works, including repaving, will be completed and certified by HEB Construction. A copy of the certification will be provided to the WCC Road Asset Manager (Rolleston Street) or the Manager Open Space and Recreation Planning (lower field public access way and the public car parking area south of the lower field) for their records.

## 7.5 Kāinga Ora Rolleston Street apartments

Kāinga Ora are proposing to redevelop their site at 21-41 Rolleston Street. Demolition is currently underway. Kāinga Ora have a programmed finish date of 2022<sup>5</sup>.

The site has dual access to Rolleston Street and Hargreaves Street.

To manage potential conflict between heavy vehicles from the two sites on Rolleston Street, the HEB Site Pedestrian & Traffic Supervisor shall liaise with the Kāinga Ora contractor regarding expected truck movements on a weekly basis when works on both projects is underway.

## 7.6 Material storage

All construction material shall be confined to and stored on the minimum area required for the contract work. No material shall be stored within the public road reserve at any time.

## 7.7 Health and safety

In accordance with DC.23 drivers will be required to take extra care and while turning into and out of Rolleston Street and be extra vigilant of pedestrians crossing the roads, children and cyclists. These requirements will be included in health and safety briefings and risk registers once a health and safety management plan is prepared and also reflected in the site inductions for HEB workers and subcontractors and suppliers.

The Site Pedestrian & Traffic Supervisor is responsible to undertake a site induction with all transport operators contracted to transport materials to the site. The induction is to cover (but not be limited to):

- The routes of travel to and from site;
- Permissible times of deliveries;
- Requirement for and use of communication systems;
- Requirements to abide by local and temporary speed restrictions;
- Requirement for courteous driving;
- Requirement to be a considerate neighbour;
- Requirement for all loads, including those travelling via the State Highway network (Karo Drive and Vivian Street), to be covered, particularly if they are hauling earthworks related materials either from the site to landfill (or elsewhere), or importing such material to the site;
- Requirement to give way to pedestrians crossing at the site entrance;
- Requirements to report hazards on the transport route.
- Constant travel speeds, minimising accelerating and braking; and

<sup>5</sup> Refer <https://kaingaora.govt.nz/developments-and-programmes/what-were-building/small-to-medium-scale-developments/rolleston-street/>

- Avoiding leaving vehicles idling for long periods of time outside of residences.

## **8 Contingencies and incidents**

### **8.1 Traffic accident**

In the event of a traffic accident on-site, the following actions shall be immediately undertaken:

- The scale and magnitude of the accident shall be determined;
- Emergency services shall be contacted if required; and
- Traffic stopped if required.

Once immediate health and safety concerns are addressed, the incident shall proceed through the incident reporting procedure, refer Section 8.3.

### **8.2 Complaints register**

HEB Construction shall be responsible for maintaining a Complaints Register. This is detailed in the Construction Environmental Management Plan (CEMP).

### **8.3 Incidents register**

HEB Construction shall be responsible for maintaining an Incident Register. This is detailed in the Construction Environmental Management Plan (CEMP).

### **8.4 Non-compliance with the CTMP**

HEB Construction shall be responsible for keeping a register of any non-compliance with this CTMP.

A report shall be prepared by HEB Construction when any inspection has identified the CTMP has not been followed.

The register, and any reports, will be provided to WCC and the CRG, with an electronic record being maintained online.

## 9 Applicability

This report has been prepared for the exclusive use of our client HEB Construction Ltd, with respect to the particular brief given to us and it may not be relied upon in other contexts or for any other purpose, or by any person other than our client, without our prior written agreement.

Tonkin & Taylor Ltd

Report prepared by:

Technical review by:

.....

Billy Rodenburg  
Civil/Transport Engineer

.....

Ryan Dunn  
Senior Transport Engineer

Authorised for Tonkin & Taylor Ltd by:

.....

Ed Breese  
Project Director

BLR





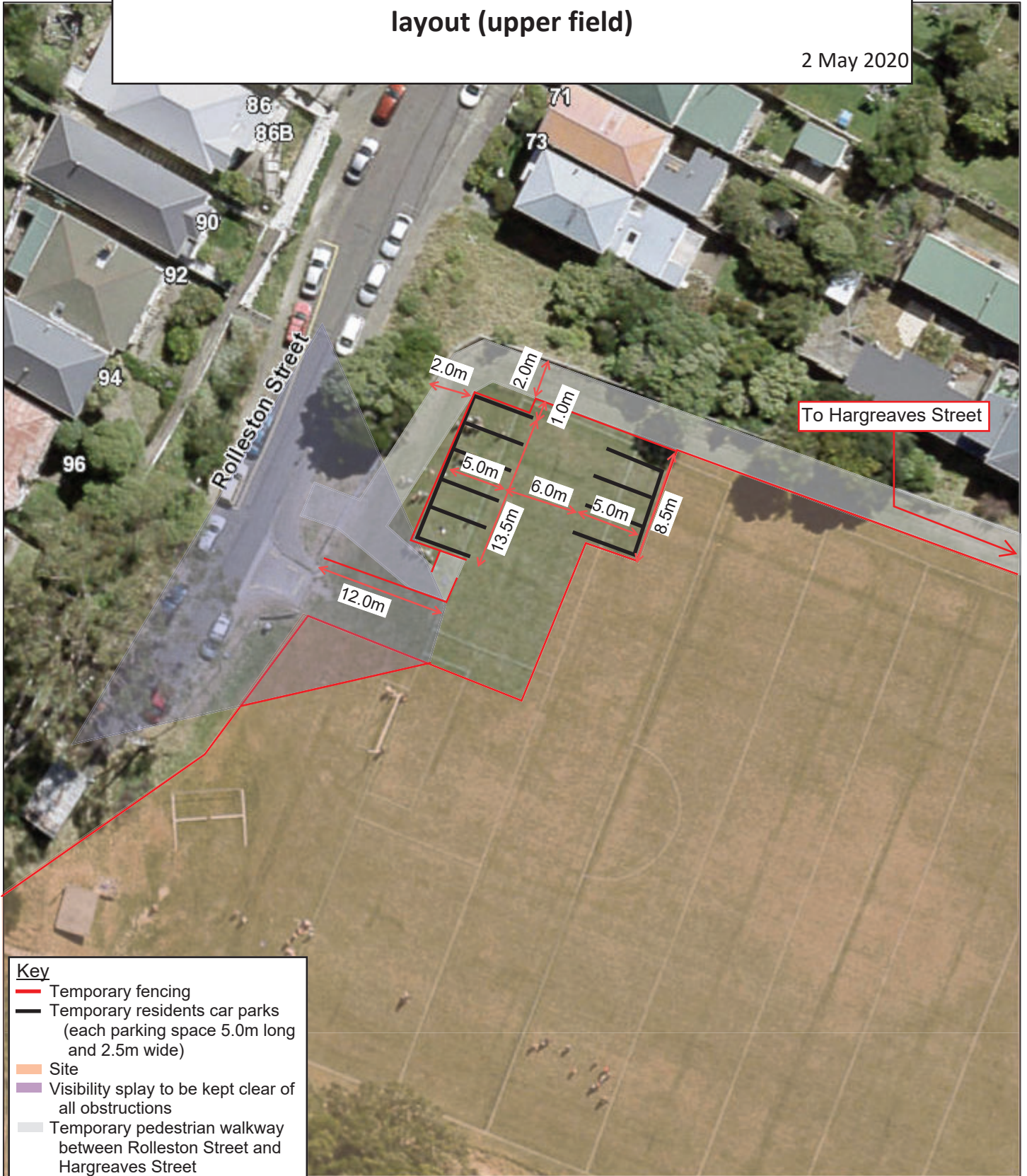
## **Appendix A: Site Plans**

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- **Figure Omāroro CTMP A1 - Residents temporary parking area layout (upper field)**
- **Figure Omāroro CTMP A2 - Staff temporary parking area layout (lower field)**

# Figure Omāroro CTMP A1 - Residents temporary parking area layout (upper field)

2 May 2020



**Key**

- Temporary fencing
- Temporary residents car parks (each parking space 5.0m long and 2.5m wide)
- Site
- Visibility splay to be kept clear of all obstructions
- Temporary pedestrian walkway between Rolleston Street and Hargreaves Street

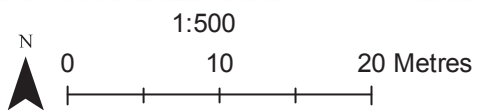
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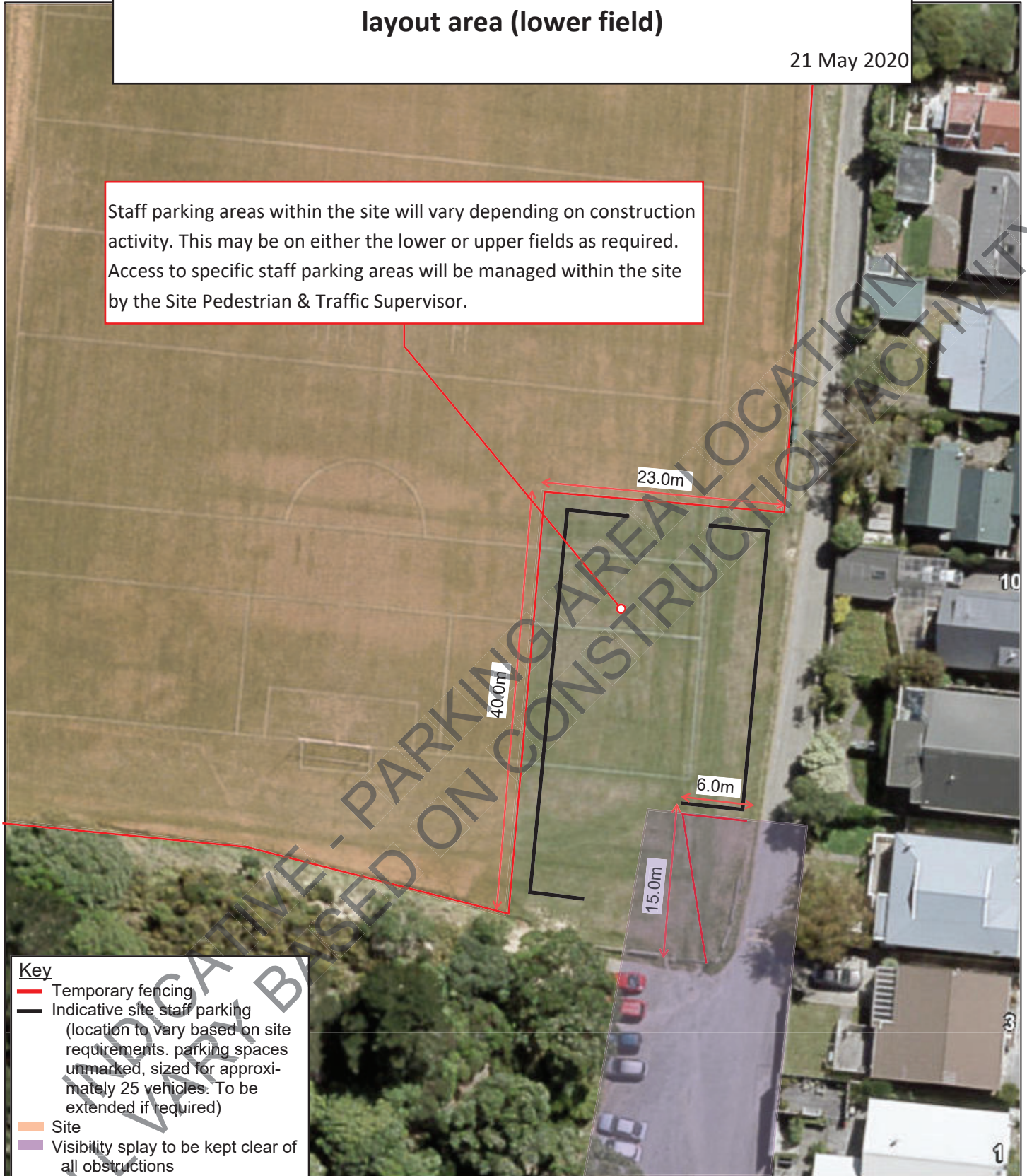
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# Figure Omāroro CTMP A2 - Indicative staff temporary parking layout area (lower field)

21 May 2020

Staff parking areas within the site will vary depending on construction activity. This may be on either the lower or upper fields as required. Access to specific staff parking areas will be managed within the site by the Site Pedestrian & Traffic Supervisor.



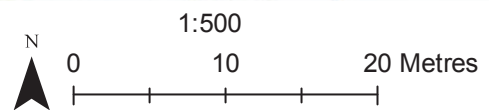
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## **Appendix B: SSTMP example**

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- **Parking removal and temporary speed reduction on Rolleston Street.**

RCA consent (eg CAR/WAP) and/or RCA contract reference	TBC
--	-----

### TRAFFIC MANAGEMENT PLAN (TMP) – SHORT FORM

Complete **short form** if simple activity and RCA permits. Refer to the NZ Transport Agency's Traffic control devices manual, part 8 Code of practice for temporary traffic management (CoPTTM), section E, appendix A for a guide on how to complete each field.

Organisation/ TMP reference	TMP reference: TBC	Contractor (Working space): HEB Construction Ltd	Principal (Client): Wellington Water				
		Contractor (TTM): TBC	RCA: Wellington City Council (WCC)				
Location details and road characteristics	Road names and suburb		House no. / RPs (From and to)	Road level	Permanent speed	AADT/Peak flows	
	Rolleston Street		6 to 102 (end of road)	Level 1	50 km/hr	650 veh/day	
	Wallace Street		20 to 36 (adjacent to Rolleston Street intersection)	Main Road (Level 2)	50 km/hr	20,000 veh/day	
Description of work activity	<p>Access for heavy vehicles to Omāroro Reservoir construction site in Prince of Wales Park, including removal of surplus fill material and transport of plant and materials to site. Up to 16 heavy vehicles expected during peak construction periods.</p> <p>TSL on Rolleston Street, parking removal on Rolleston Street to facilitate heavy vehicle passage, temporary resident parking area provided at entrance to site.</p>						
Planned work programme							
Start date	31 August 2020	Time	7.00am	End date	31 May 2023	Time	4.00pm
Consider significant stages, for example:	-						
Alternative dates if activity delayed	-						
Road aspects affected (delete either Yes or No to show which aspects are affected)							
Pedestrians affected?	Yes No	Property access affected?	Yes No	Traffic lanes affected?	Yes No		
Cyclists affected?	Yes No	Restricted parking affected?	Yes No	Delays or queuing likely?	Yes No		
TSL/ Diagram (see TSL decision matrix for guidance)	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Section 6 of Land Transport Rule: Setting of Speed Limits 2017, Rule 54001/2017 (List speed, length and location)			Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or TMDs)	
Attended day/ night	-						

RCA consent (eg CAR/WAP) and/or RCA contract reference	TBC
--	-----

Unattended day/ night	A temporary maximum speed limit of 30 km/h is hereby fixed for motor vehicles travelling over the length of 330m situated between 6 and 102 on Rolleston Street	24 hrs/day	31/08/2020 to 31/05/2023*  *TMP to be resubmitted 12 months from approval, i.e. by 31 August 2021	Omāoro Reservoir SSTMP Sketch 1 - Rolleston Street Temporary Speed Limit
-----------------------	---	------------	---	--

TSL duration	Will the TSL be required for longer than 12 months? <b>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</b>	Yes No
--------------	--	--------

**Contingency plan**

If long queues form or delays exceed 5mins (or any other period required by RCA), site to be disestablished or additional lanes made available.	Adjust TMD to suit unforeseen circumstances (eg weather or site overlaps with another work site).	Emergency services will be accommodated and access provided through the site as required.
---	---	---

In the event of a traffic accident on-site, the following actions shall be immediately undertaken:

- The scale and magnitude of the accident shall be determined;
- Emergency services shall be contacted if required; and
- Traffic stopped if required.

Once immediate health and safety concerns are addressed, the incident shall proceed through the incident reporting procedure, refer Omāoro Reservoir CTMP Section 8.3.

**Contact details**

	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	Wellington Water	24/7 contact number	Optional	Optional	Optional
TMC	Name	24/7 contact number	Optional	Optional	Optional
Engineers' representative	Name	24/7 contact number	Optional	Optional	Optional
Contractor	HEB Contractors Ltd	24/7 contact number	Optional	Optional	Optional
STMS	Name	24/7 contact number	CoPTTM ID number	Level of qualification	Date of expiry
TC	Name	24/7 contact number	CoPTTM ID number	Level of qualification	Date of expiry
Others as required	Name	24/7 contact number	Optional	Optional	Optional

**TMP preparation (or approval if STMS delegated authority to approve TMPs)**  
Delete the option that does not apply (either prepared or approved)

RCA consent (eg CAR/WAP) and/or RCA contract reference	TBC
--	-----

Prepared / Approved	Name of the STMS who prepared/approved the TMP. If STMS has been delegated authority to approve TMPs, it may not need to be submitted to the RCA.	Date actioned	STMS signature	CoPTTM ID number	Level of qualification	Date of expiry
	Name	Date	Signature	ID no.	Qualification	Expiry date

This TMP meets CoPTTM requirements			Number of diagrams attached		
------------------------------------	--	--	-----------------------------	--	--

TMP returned for correction		Date actioned	Signature	CoPTTM ID number	Level of qualification	Date of expiry
	Name	Date	Signature	ID no.	Qualification	Expiry date

**Engineer/TMC to complete following section when approval or acceptance required**

Approved by TMC or engineer (delete one)		Date actioned	Signature	CoPTTM ID number	Level of qualification	Date of expiry
	Name	Date	Signature	ID no.	Qualification	Expiry date

Acceptance by TMC (only required if TMP approved by engineer)		Date actioned	Signature	CoPTTM ID number	Level of qualification	Date of expiry
	Name	Date	Signature	ID no.	Qualification	Expiry date

**Qualifier for engineer or TMC approval**

Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams. This TMP is approved on the following basis:

1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.
2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant.
3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.
4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site.



## TSLs required for more than 12 months

TSLs with an expected duration of more than 12 months should be included in a monthly report to the network controller (or for a NOC, the region's contract manager).

These TSLs should be discussed as a part of network meetings (eg for a NOC, the regional DMT) to ensure the TSLs are still temporary and there is a works programme in place to manage the requirement for the use of the TSL.

A permanent speed limit change should be implemented if the review identifies that a speed limit change is now the best solution.

## TSL Compliance Checklist

The following checklist is to be completed for any TSL which will be required for more than 12 months. The completed checklist is to be attached to the TMP.

<b>Temporary Speed Limit Compliance Checklist</b> <i>To be completed and attached to the TMP if TSL required for more than 12 months.</i> <b>Note:</b> You are responsible for ensuring that any installed TSLs abide by the laws established under the Setting of Speed Limits Rule.		
Is the TSL required for more than 12 months?	Yes / <del>No</del>	If yes, provision must be made for the contractor to resubmit TMP prior to a continuous exposure of the TSL for a period of 12 months.
Is there a works programme starting in the near future?	Yes / <del>No</del>	(If <b>No</b> , the TSL is not valid) The <b>works programme</b> needs to directly respond to the roads safety risk and be started in the near future. After works are complete the road should be able to return to its normal permanent speed limit. If not, a permanent speed limit should be processed.
Is the TSL 80 km/h or less and at least 10 km/h less than the permanent speed limit?	Yes / <del>No</del>	



# Omāmoro Reservoir SSTMP Sketch 1 - Rolleston Street Temporary Speed Limit



Temporary parking area,  
Refer CTMP for layout  
details

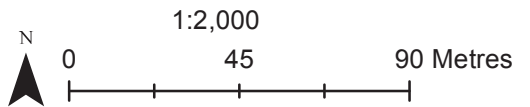
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## **Appendix C: Pedestrian Management measures**

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- **Figure Omāroro CTMP C1 - Pedestrian Management Plan**
- **Wellington Water Project Signage template**
- **Omāroro Water Reservoir – Monthly Pedestrian Management Audit**

# Figure Omāroro CTMP C1 - Pedestrian Management Plan

2 May 2020



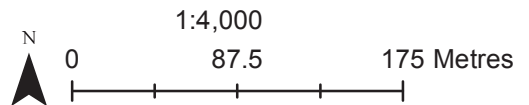
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# Project name / description goes in here and here as well

Start date – Finish date

## Project outcome:

\*add details here add details here add details  
here add details here add details here add here  
add details here add details her

[www.wellingtonwater.co.nz/work-in-your-area](http://www.wellingtonwater.co.nz/work-in-your-area)

## Contractor:

Contractor name here

Phone number: \*(office)\*

Project number: 'xxxxxx'

After hours contact:

\*add after hours number here\*



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## Omāroro Water Reservoir – Monthly Pedestrian Management Audit

Compliance with License Conditions (LC) 68 to 72

Name	
Date and time of inspection	
Weather conditions	
Pedestrian signage condition	
<p><i>Are all the signs present and fixed in place, any damage or repair/replacement required, are the signs still appropriate to the stage of construction, any other issues noted.</i></p>	
Temporary fencing condition	
<p><i>Are the fences in place and in good condition, any evidence of people climbing over or around the existing fences, are the fences clear and obvious to path users, any other issues noted.</i></p>	
Track condition (including City to Sea Walkway and upper field temporary diversion between Rolleston Street and Hargreaves Street)	
<p><i>Is the track surface suitable for safe public use, any potholes or scour to be repaired, any other issues noted.</i></p>	
Maintenance actions required, date to be completed by and person responsible	
<p><i>All maintenance actions shall be completed within 10 working days in accordance with LC. 72</i></p>	
General comments	
<p><i>Are there any upcoming changes to the construction activities or pedestrian management around the site, emergency contact details during work shutdown periods, any relevant inspections undertaken by others such as WCC, any other comments.</i></p>	

## **Appendix D: Road pavement and seal maintenance**

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- **Omāroro Water Reservoir – Road condition inspection report**

## Omāroro Water Reservoir – Road condition inspection report

Compliance with Designation Condition (DC) 24 and License Conditions (LC) 73 and 75

Name	
Date and time of inspection	
Rolleston Street	
<i>Any repairs completed since the last inspection. Any potholes or other damage resulting from construction of the Works. Note location and extent of any damage requiring repair. Any other comments.</i>	
Rolleston/Wallace Street intersection	
<i>Any repairs completed since the last inspection. Any potholes or other damage resulting from construction of the Works. Note location and extent of any damage requiring repair. Any other comments.</i>	
Residents temporary parking area on the upper field	
<i>Any repairs completed since the last inspection. Any potholes or other damage resulting from construction of the Works. Note location and extent of any damage requiring repair. Any other comments.</i>	
Salisbury Terrace	
<i>Any repairs completed since the last inspection. Any potholes or other damage resulting from construction of the Works. Note location and extent of any damage requiring repair. Any other comments.</i>	
The lower field public accessway and public carparking area to the south of the lower field	
<i>Any repairs completed since the last inspection. Any potholes or other damage resulting from construction of the Works. Note location and extent of any damage requiring repair. Any other comments.</i>	
Maintenance actions required, date to be completed by and person responsible	
<p><i>Repairs are required to be fixed as soon as practicable. The following timeframes also apply;</i></p> <ul style="list-style-type: none"> <li>• <i>Required repairs on Rolleston Street are completed within seven (7) days of them being notified to the CLP or CMO; and</i></li> <li>• <i>Required repairs on the lower field public access way or car parking area are completed within 10 working days of being notified to the CLP, the CMP or the Manager Open Space and Recreation Planning.</i></li> </ul>	
General comments	
<i>Any other comments.</i>	

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